

GENERAL SERVICES ADMINISTRATION



Federal Supply Service

Washington, D.C. 20405

May 15, 1968

IN REPLY REFER TO: FMSC:whd

TO : Distribution List

FROM : Director, Standardization Division

SUBJECT: Proposed Federal Standard No. 256a, FOLDER, FILE; BLANK, TWO
LEAF - Project Number 7530-210

Proposed Federal Standard No. 256a, FOLDER, FILE; BLANK, TWO LEAF is being submitted to you for coordination as a mandatory Federal Standard as prescribed in Federal Regulations.

It is suggested that it be reviewed for technical adequacy and from the standpoint of coverage to meet your requirements. In this regard, assistance in such determinations can be provided by regional and departmental records management personnel who participated in the development of the standard.

If it is considered that this standard does not provide for your essential needs, a written request for adding to or otherwise changing the standard, supported by adequate justification, should be submitted as an essential comment in replying to this letter. The justification should explain wherein the standard does not provide for essential needs.

It is requested that a reply be furnished. If the standard provides for your essential requirements, the reply should indicate concurrence with the document as written.

In order that your comments may be available for consideration along with those of other Federal agencies, it will be appreciated if we may hear from you by July 26, 1968.

Replies or requests for additional information should be addressed to the projects engineer,

Mr. Walter H. Dieterichs
General Services Administration
Federal Supply Service
Standardization Division
Washington, D. C. 20405

Attachment

Keep Freedom in Your Future With U.S. Savings Bonds

Int. Fed. Std. No. 250a
 PROPOSED (SEE NOTE BELOW)
 (TO SUPERSEDE)
 Int. Fed. Std. No. 00256(GSA-FSS)
 August 1, 1966

PROPOSED FEDERAL STANDARD

FOLDER, FILE; BLANK, TWO LEAF

This proposed Federal Standard draft dated May 9, 1968, prepared by the General Services Administration, Federal Supply Service, Standardization Division, Washington, D. C. 20405, has not been approved for promulgation and is subject to modification. DO NOT USE FOR PROCUREMENT PURPOSES.

S1. PURPOSE AND SCOPE. This standard establishes 18 items of file folders, which have been adopted to achieve the highest degree of uniformity and standardization for the Federal Supply Service.

S2. APPLICATION. Purchases from commercial sources under UU-F-001206, of the issue in effect on the date of invitation for bids, shall be limited to the items specified herein. Existing Government stocks of nonstandard file folders shall continue to be utilized until exhausted. In those cases where the Federal standard eliminates supply items, and the items eliminated are under contract, if the contract cannot be negotiated or amended to conform to the standard items, the Federal Standard becomes mandatory at the contract expiration date.

S3. Standard characteristics and item identification.

| <u>Federal Stock Number</u> | <u>Size (not including tab height)</u> | <u>Tab style</u> | <u>2-1/2 inch Prong fastener</u> |
|---|--|---|--------------------------------------|
| <u>Drawer type folders (style A)</u> | | | |
| <u>Light weight, manila, 100 percent chemical pulp, 9.5 point, 133 pounds</u> | | | |
| 7530-291-0098 | 8-7/8 X 11-3/4 | Straight cut, self-tab, scored 1/3 | No |
| 7530-285-1732 | 8-7/8 X 14-3/4 | Straight cut, self-tab, scored 1/3 | No |
| <u>Medium weight, kraft, 100 percent chemical pulp, 11 point, 147 pounds</u> | | | |
| 7530-663-0031 | 8-7/8 X 11-3/4 | Straight cut, self-tab rein- forced, scored 1/3 | No |
| 7530-889-3555 | 8-7/8 X 11-3/4 | Straight cut, self-tab, rein- forced, scored 1/3 | Yes |
| 7530-200-4308 | 8-7/8 X 14-3/4 | Straight cut, self-tab, rein- forced, scored 1/3 | No |
| 7530-559-4512 | 8-7/8 X 14-3/4 | Straight cut, self-tab, rein- forced, scored 1/3 | Yes |

FSC 7530

Fed. Std. No. 256a PROPOSED

| <u>Federal Stock Number</u> | <u>Size (not including tab height)</u> | <u>Tab style</u> | <u>2-1/2 inch Prong fastener</u> |
|--|--|--|--------------------------------------|
| <u>Heavy weight, kraft, 100 percent chemical pulp, 18 point, 230 pounds</u> | | | |
| 7530-926-8978 | 8-7/8 X 11-3/4 | Straight cut, self-tab, scored 1/3 | Yes |
| 7530-926-8980 | 8-7/8 X 14-3/4 | Straight cut, self-tab, scored 1/3 | Yes |
| <u>Extra heavy duty, gray, 25 point</u> | | | |
| 7530-926-8981 | 8-7/8 X 11-3/4 | Straight cut, self-tab | Yes |
| 7530-926-8982 | 8-7/8 X 14-3/4 | Straight cut, self-tab | Yes |
| <u>Shelf type folders (style b)</u> | | | |
| <u>Medium weight, kraft, 100 percent chemical pulp, 11 point, 147 pounds</u> | | | |
| 7530-881-2957 | 9-1/2 X 11-3/8 | Straight cut, self-tab, reinforced | No |
| 7530-926-8974 | 9-1/2 X 11-3/8 | Straight cut, self-tab, reinforced | Yes |
| 7530-926-8975 | 9-1/2 X 14-3/8 | Straight cut, self-tab, reinforced | No |
| 7530-926-8976 | 9-1/2 X 14-3/8 | Straight cut, self-tab, reinforced | Yes |
| <u>Heavy weight, kraft, 100 percent chemical pulp, 18 point, 230 pounds</u> | | | |
| 7530-926-8979 | 9-1/2 X 11-3/8 | Straight cut, self-tab | Yes |
| 7530-926-8977 | 9-1/2 X 14-3/8 | Straight cut, self-tab | Yes |
| <u>Extra heavy duty, gray, 25 point</u> | | | |
| 7530-926-8983 | 9-1/2 X 11-3/8 | Straight cut, self-tab | Yes |
| 7530-926-8984 | 9-1/2 X 14-3/8 | Straight cut, self-tab | Yes |

S4. Changes. When a Federal agency considers that this standard does not provide for its essential needs, a statement citing inadequacies shall be sent in duplicate to the General Services Administration, Federal Supply Service, Standardization Division, Washington, D. C. 20405. The Administration will determine the appropriate action to be taken and will notify the agency.

S5. Conflict with referenced specifications. Where the requirements stated in this standard conflict with any requirement in a referenced specification, the requirements of the standard shall apply. Nature of conflict between the standard and the referenced specification shall be submitted in duplicate to the General Services Administration, Federal Supply Service, Standardization Division, Washington, D. C. 20405.